

18 March 1954


MEMORANDUM FOR: Deputy Director/Administration
ATTENTION : Management Improvement Staff
FROM : Assistant to DD/I (Admin.)
SUBJECT : Reallocation of Ceiling Slots in the DD/I Area

1. In order to make provision for the additional security requirements placed upon OSI as a result of its pending relocation to Barton Hall, it is requested that the present OSI ceiling be increased by three positions through the transfer of one each from OCI, OCD, and ORR.

2. These three ceiling positions, together with one to be provided by OSI, will make provision for the Security Officer, two receptionists, and a teletype operator recently approved for the OSI T/O for the above purpose.


Assistant to DD/I (Admin.)

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